

KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Finance Agency (SOF) Limited
Company Registration Number 2003/002883/07
VAT Registration Number 4270218482

Bylsbridge Office Park
Building 14 | Block D | 11 Bylsbridge Boulevard
Cnr Jean Ave and Olievenhoutbosch Road | Centurion | 0157

PO Box 11011 | Zwartkop | 0051
T +27 12 748 9600
F +27 12 748 9791
E helpline@sefa.org.za

www.sefa.org.za

REQUEST FOR QUOTATION (RFQ):

ANNUAL FIRE EQUIPMENT SERVICING FOR KHULA BUSINESS PREMISES (PTY) LTD, A SUBSIDIARY OF SMALL ENTERPRISE FINANCE AGENCY SOC LTD (SEFA) – FREE STATE AND NORTHERN CAPE REGION

MILESTONES	DATE AND E-MAIL ADDRESS
RFQ No.	4867
Issue Date	18 May 2023
Closing Date and time for RFQ	2 June 2023 @11:00am, Late submissions will only be accepted on time.
Briefing session	None
Address for a briefing session	None
Closing date for questions and answers	29 May 2023
Method of submission.	Responses should be submitted electronically to procurement@sefa.org.za and lindiwed@sefa.org.za It is the Bidder's responsibility to ensure that the email is received on time by Sefa.

1. INTRODUCTION AND BACKGROUND

- 1.1. Small Enterprise Finance Agency hereinafter referred to as sefa, is a wholly owned subsidiary of the Industrial Development Corporation of South Africa Limited (IDC) and reports to the Small Business Development Department (DSBD, its Executive Authority.
- 1.2. sefa operates as a Development Finance Institution (DFI) to foster the establishment, development, and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. Sefa provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.

2. SCOPE OF WORK

Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**) wishes to appoint a Professional Fire Prevention and Protection Services Provider who is registered with relevant authorities to provide the above service at its properties listed below. The service provider shall comply with all applicable government legislation, sefa's terms, and conditions.



Building Name:	Physical Address	Equipment Type
Kraal Street Factories, Bloemfontein	Cnr. Kraal & Coro Street, East -End, Bloemfontein	-4 fire hose – repair and service - 8 of 9kg extinguisher- servicing -supply fire register
Bohlokong Shopping Centre, Bethlehem	Cnr. Maseko & Mlangeni Street, Bohlokong, Bethlehem	- 2 Hose reels – repaired with new pipes - 9 of 9kg fire extinguisher- servicing - supply Fire register
Oos Einde Mini Factories, Bloemfontein	2630 F Stockenstrom Street, Bloemfontein	16 fire hose- repairing and service 32 x 9kg fire extinguisher- servicing Supply register
Harvey Korf, Bloemfontein	62 & 64 Harvey Road, Oranjesig , Bloemfontein	8 x hose reel servicing/repair 30 x 9kg fire extinguisher- servicing Supply register
Galeshewe Shopping Centre, Kimberley	157 Sediti Street, Galeshewe, Kimberley	9 x 4.5kg fire extinguisher- service Supply register
Longstreet Joint Venter, Kimberley	72-74 Longstreet, Kimberley	6 x 4.5kg fire extinguisher- service 6 x 9kg fire extinguishers 2 x Co2 x 3kg fire extinguisher 3 x hose reel – service
Rosebuds Shopping Centre, Upington	Leeuwkop Street, Rosedale, Upington	3 x Hose reel – replace with new pipes 12 x 9kg Fire extinguishers serviced 2 x 9kg fire extinguisher - supplied Supply register

Service providers are invited to submit RFQs for the annual servicing of fire equipment summarised as follows:

- Servicing of ALL on site fire equipment,



- Supply additional extinguishers where required,
- This includes extinguishers, hose reels and Sprinkler System (where applicable),
 - Full fire equipment registers (per site) to be provided on completion listing the following:
 - Size of extinguishers
 - Type of extinguishers
 - Make of extinguishers
 - Condition of extinguishers (pressure test required etc)
 - Assessment report of Sprinkler System – where applicable (Condition of Valves, reticulation, etc)
- Supply and install any fire signage as per OHS Act regulations that is required

3. Evaluation criteria

This RFQ will be evaluated into three (3) phases, i.e., Administration Compliance, Mandatory Requirements, Price, and Specific Goals.

3.1 Phase 1 - Administrative Requirements

- (i) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed.
- (ii) The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of the CSD Report.
- (iii) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of bid/RFQ.
- (iv) Submission of certified valid B-BBEE certificate
- (v) In the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the contribution level of the Bidding entity;
- (vi) Submission of bidder's Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the RFQ.
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the RFQ.



Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

3.2 Phase 2 – Mandatory Requirements

No.	Criterion	Comply / Not Comply
a.	The bidder contractor must have a CIDB grading of 1SF or higher – submit valid proof.	
b.	The bidder must have at least two (2) contactable references where fire equipment servicing projects were undertaken/completed. The bidder must provide at least two (2) reference letters indicating work done and completed within the last five years. The reference letter must be on the company letterhead, signed and dated.	
c.	The bidder / Contractor must provide SABS Permit to Apply Certification Mark – Certificate.	

Failure to comply with the above requirements in Phase 2 (Mandatory Requirements) will lead to disqualification and not be evaluated further on Price and Specific Goals.

3.3 Phase 3 - Price and Specific Goals

This RFQ will be evaluated based on price and specific goals in line with the provisions of the Preferential Procurement Policy Framework Act 5 of 2000, Regulation 2022. As the RFQ price is estimated to be less than R 500 000.00, RFQ responses will be evaluated on the 80/20 price & specific goals.

The price quotations must be inclusive of all applicable taxes (including VAT):

Building Name:	Number of Equipment	Work to be done	Amount
1. Kraal Street Factories	4 Hose Reel 8 x 9kg extinguishers Fire register	Service/Repair Service Supply	
2. Bohlokong Shopping Centre	2 hose reel 9 x 9kg extinguisher Fire register	Service Service Supply	
3. Oos Einde Mini Factories	16 x Hose Reel 32 x 9kg extinguisher Fire register	Service/Repair Service Supply	
4. Harvey Korf	8 x hose reel 30 x 9kg extinguisher Supply register	Service/Repair Service Service	
5. Galeshewe	9 x 9kg extinguisher	Service	



Building Name:	Number of Equipment	Work to be done	Amount
Shopping Centre			
6. Longstreet Joint Venture	6 x 4.5kg Fire extinguisher 6 x 9kg fire extinguisher 2 x Co2 x 3kg fire extinguisher 3 x hose reel Fire register	Service Service Service Service Supply	
7. Rosebuds Shopping Centre	3 x hose reel 12 x 9 kg fire extinguisher 2 x 9kg fire extinguisher Fire register	Replace with new pipes Service Supply Supply	
Subtotal			R
15% VAT			R
Grand Total			R

Bidders are requested to submit a quotation on their letterhead.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling before awarding. If the bidders' tax matters are non-compliant terms of the clauses.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

4. This tender's applicable preference point system is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated in the table below:



Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women's Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

Black ownership: 100% Black-owned entities will score 10 points and between 51% - 99% black-owned entities will score 4 points.

Supporting Document for Claiming of Specific Goals:

The bidder must submit proof of either a copy of BBBEE Certificate issued by accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit indicating the contribution level of the bidding entity;

5. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** inquiries regarding this RFQ **MUST** be addressed to Supply Chain Office at procurement@sefa.org.za and lindiwed@sefa.org.za

Please note:

1. Quotations should be emailed to reach **sefa** by no later than **11:00 am** on the **closing date of the RFQ**.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: _____
4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
-----	----	-----

5. Is/are the price(s) firm for the duration of the _____ contract?

Yes	No	N/a
-----	----	-----

6. Is the offer strictly to specification?

Yes	No	N/a
-----	----	-----

7. If not to specification, state deviation(s); _



8. All Prices must be **VAT inclusive if the Service Provider is a VAT vend**; if no indication is given, prices will be evaluated as inclusive;
 9. **No quotations received after the closing time and date will be accepted.**
 10. the tenderer is responsible for verifying **receipt** of any email forwarded to this office.
 11. If you are unable to quote, please email this page back to the sender and state the reason below
- Reason for no quote: _____
12. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

I / we agree that the offer herein shall remain binding upon me / us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.

Signature of Tenderer

Name and Capacity

Date



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I
certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not
to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without
consultation, communication, agreement, or arrangement with any competitor. However,
communication between partners in a joint venture or consortium² will not be construed
as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or
arrangements with any competitor regarding the quality, quantity, specifications, prices,
including methods, factors or formulas used to calculate prices, market allocation, the
intention or decision to submit or not to submit the bid, bidding with the intention not to
win the bid and conditions or delivery particulars of the products or services to which this
bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the
bidder, directly or indirectly, to any competitor, prior to the date and time of the official
bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements
made by the bidder with any official of the procuring institution in relation to this
procurement process prior to and during the bidding process except to provide
clarification on the bid submitted where so required by the institution; and the bidder was
not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat
any restrictive practices related to bids and contracts, bids that are suspicious will be
reported to the Competition Commission for investigation and possible imposition of
administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and
or may be reported to the National Prosecuting Authority (NPA) for criminal investigation
and or may be restricted from conducting business with the public sector for a period not
exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities
Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3
ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON
PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT
SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

Position

Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise,
property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.



2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where



Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMEs (Entities that are EME or QSE)	2	



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.



.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....



Dear Prospective Bidders

sefa takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663

**FRAUD
ALERT!**

sefa warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we wont conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663 **sefa**